

**State of Connecticut
The Department of Social Services
Job Opportunities**

INTERPRETER CLERK

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!

Posting Date: April 15, 2013

Closing Date: April 23, 2013

The Department of Social Services is currently accepting applications for the job classification of Interpreter Clerk. These positions will be located in our Southern, Northern and Western Regional Offices.

Open To: The Public and State Employees

Position: Interpreter Clerk (CL-13)

Salary Range: \$37,429.00 - \$49,108.00 (Annually)

Bargaining Unit: Administrative Clerical (NP-3)

Hours: 8:00am – 4:30pm Monday thru Friday, 40 hours per week

Locations: 194 Bassett Street, New Haven, CT (Position No. 32938)
62 Commercial Boulevard, Torrington, CT (Position No. 32968)
249 Thomaston Avenue, Waterbury, CT (Position No. 32648)
676 Main Street, Willimantic, CT (Position Nos. 34504, 33084)

Note: On the Application for Examination or Employment (CT-HR-12), please specify which location(s) you are applying for.

Eligibility Requirement: Fluent in English and Spanish

DUTIES AND RESPONSIBILITIES:

Acts as an interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including personal computers or other electronic equipment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; ability to speak, read and write both English and another appropriate language and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Any experience or training which would be expected to provide the knowledge, skills and abilities outlined above.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a **State of Connecticut Application for Examination or Employment (CT-HR-12)** and a **list of three current references**. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Robin Stewart, Human Resources Associate
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 424-5586 or (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE TUESDAY, APRIL 23, 2013, CLOSE OF BUSINESS